



Department of Energy

Washington, DC 20585

February 27, 2006

MEMORANDUM FOR ROY J. SCHEPENS

CHAIRMAN

FEDERAL TECHNICAL CAPABILITY PANEL

FROM:

CHARLES E. ANDERSON 
PRINCIPAL DEPUTY ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Department of Energy, Office of Environmental
Management Headquarters, Annual Workforce Analysis
and Staffing Plan Report

In accordance with direction in the Federal Technical Capability Panel (FTCP) October 28, 2005, memorandum from you to Distribution, "Annual Workforce Analysis and Staffing Report," 05-TED-068, the Office of Environmental Management (EM) Headquarters performed a workforce analysis and developed an Annual Workforce Analysis and Staffing Report. The Report is hereby submitted for FTCP review and incorporation into the FTCP Annual Report to the Secretary of Energy.

If you have any further questions, please call me at (202) 586-7709 or Mr. Dae Y. Chung, the EM FTCP Agent, at (202) 586-5151.

Attachment

cc:

C. D. West, HR-20



Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2005
Reporting Office: EM HQ

Section One: Current Mission(s) of the Organization and Potential Changes

The Headquarters Office of Environmental Management (EM) mission is the oversight of the accelerated risk reduction and cleanup of the environmental legacy of the nation's nuclear weapons program and government-sponsored nuclear energy research. The program is one of the largest and most diverse and technically complex environmental cleanup programs in the world including responsibility for the cleanup of 114 sites across the country, of which 76 have been completed. Included in that responsibility is the need to safely disposition large volumes of nuclear wastes, safeguard materials that could be used in nuclear weapons, and deactivate and decommission facilities no longer needed to support the Department's mission.

The types and magnitude of technical capabilities currently needed for safe operations include responsibility to oversee environmental cleanup of 1,337 nuclear and radiological facilities, 3,102 industrial facilities, and new construction of major radiochemical facilities such as the Waste Treatment Plant at Hanford or the DUF6 facilities at Portsmouth/Paducah. Although EM Headquarters does not operate facilities directly, the organization has responsibility for certain review and approval functions that require in-depth technical knowledge and experience.

Two of the factors driving the technical staffing increases in the year ahead are recovery of at-risk projects and implementation of an integrated oversight assessment program.

Section Two: Technical Staffing

EM Headquarters does not have a fixed set of facilities. The responsibilities requiring technical staffing vary from year to year depending upon authorities delegated to field managers or retained at the Headquarters level. In most cases the field element is expected to fully staff all oversight functions but in certain specific cases EM HQ performs a final review function.

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 2 25

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 25

Number of Safety Systems²: 0

Number of Site Contractor FTEs: 0

Number of Federal Office FTEs: 286

TECHNICAL STAFFING
Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities ¹		For Defense Nuclear Facilities ¹		Comments ²
	Number of FTEs Needed	Number of FTEs Onboard	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	3	3			No FR or SSO supervision
Safety System Oversight Personnel	0	0			HQ has no VSS
Facility Representatives	0	0			HQ has no facilities
Other Technical Capabilities:					
Aviation Safety Manager	0	0			MA-30 covers for HQ
Aviation Safety Officer	0	0			
Chemical/ Process [Safety]	1.25	0.25			Supt. contractor in 2005
Civil/Structural Engineering	1.1	0.1			Supt. contractor in 2005
Construction Mgmt	0.2	0			Supt. contractor as needed
Criticality Safety	2	1			Expanded oversight
Deactivation and Decommissioning	1	1			
Electrical Systems	0.2	0			Supt. contractor as needed
Emergency Management	5.1	5.1			Supt. contractor as needed
Environmental Compliance	0.22	0.22			
Environmental Restoration	0.5	0.5			
Facility Maintenance Mgmt	1.0	0.1			
Fire Protection Engineering	1.9	0.9			Expanded oversight
Industrial Hygiene	1.0	0.1			Delayed by reorganization
Instrumentation and Control	0.15	0.13			Supt. contractor as needed
Mechanical Systems	0.15	0.15			
Nuclear Explosive Safety	0	0			
Nuclear Safety Specialist	2.1	0.1			Expanded oversight
Occupational Safety	2	1			Expanded oversight
Quality Assurance	3.9	2.8			Includes 1.4 FTE matrixed
Radiation Protection	1.0	0.75			Supt. contractor as needed
Safeguards and Security	10	10			
Safety Software Quality Assurance	0.3	0			
Technical Program Manager	0	0			STSM function
Technical Training	0.08	0			STSM assists training staff
Transportation & Traffic Mgmt	7.5	7.5			
Waste Management	1.5	1.5			Supt. contractor as needed

Notes:

1. EM HQ does not directly operate facilities so it is not possible to tailor analysis to specific hazardous or defense nuclear or non-defense nuclear facilities. Majority of technical workload will be related to defense nuclear facilities.
2. Gaps are currently covered by technical staff detailed from RF, RL, ORP, ORO, and CBC, temporary assignments, and by support contractors as needed.

Section Three: Current shortages and plans for filling them

The analysis indicates current shortages of one or more technical personnel in the following areas: chemical/process safety, civil/structural engineering, criticality safety, facility maintenance management, fire protection engineering, industrial hygiene, nuclear safety, occupational safety, and quality assurance. All positions are at least partially related to defense nuclear facilities. These needs are currently being met by employees detailed from field elements, by temporary assignment of HQ staff with other responsibilities, or by support contractors. However, filling many of these positions is a high priority for FY 2006 because of the sustained workload in these areas. Although a number of these positions may be filled by reassignment during a reorganization of EM HQ scheduled for April 2006, we expect that it will be necessary to recruit experts for most. The IH and OSH gaps may be filled with two OSH experts if the reorganization frees up an IH from other duties. Temporary assignments, details and support contractors will continue to be used for gaps of less than one FTE, except for software QA. Due to departure of the software QA expert, another technical point of contact will be assigned as part of the reorganization. Meanwhile, several staff members have been trained to assist with software QA audits.

Section Four: Projected shortage/surplus over next five years

The competitive staffing initiative under OMB Circular A-76 that was reported in last year's staffing summary has been cancelled, removing one threat of loss of experienced technical personnel. Other threats remain. With an average age exceeding 50 years, many workers are already eligible for or approaching retirement. Unfortunately, many of the technical experts are in this group, which could adversely impact the skill mix. The pool of skilled nuclear industry technical experts is rapidly declining in the United States. As a result, vacancies in the DOE complex are often filled at the expense of other DOE sites. EM's current acquisition strategy away from the traditional M&O concept to multiple smaller contractors is resulting in the need for expanded Federal technical oversight activity. As EM completes its cleanup mission, associated federal workforce requirements will correspondingly decrease. EM's management challenge is to retain capable federal employees in a program that will experience decreasing federal resources. A forward-looking, innovative human capital strategy is needed to adapt to EM's resource needs while retaining capable federal employees. The training budget has been increased to help transition the existing workforce into vacancies created through departures or to develop new skills. Additionally, lack of depth in some critical competencies is being addressed through creation of a skills bank for short term needs. For succession planning, up to 5 entry level technical interns are to be recruited through the Career Intern Program.

Section Five: General concerns or recommendations related to the Technical Staffing

None at this time.